

**Town of Tyngsborough, MA**  
**Position Description**

**Job Title:** Assistant Treasurer  
**Department:** Treasurer's Office  
**Reports to:** Treasurer  
**Updated:** March 2006

**SUMMARY**

Performs a variety of routine and complex clerical, accounting, finance and administrative work in assisting the Town Treasurer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works under the general direction of the Town Treasurer.

Performs responsible duties working in accordance with established policies and procedures.

Makes frequent contacts requiring courtesy and tact with town departments and employees, health insurers, and regional agencies; makes occasional contact with the general public.

Receives cash receipts from all departments; maintains daily cashbook, and enters receipts into computer; prepares deposits; prepares monthly report for the Town Accountant; closes receipts each month and balances accounts with Town Accountant.

In the absence of the Payroll Clerk, prepares town payroll and processes all deductions and withholdings.

Assists in the administration of employee health insurance program; prepares and submits documentation for additions, deletions and other changes to insurance policies; posts insurance related deductions for each employee; performs general clerical duties pertaining to correspondence in regards to insurance matters. Responsible for the calculation of changes to employee's insurance plans. Provides spreadsheet for health insurance claims transfers and adjustments. Must comply with HIPAA regulations.

Responsible for checking monthly insurance bills for accuracy; and for reporting and resolving outstanding issues with insurance vendor.

Assists employees in completion of necessary employee insurance program forms; provides information to town departments and employees concerning health and life insurance programs; calculates deductions and explains to employees in terms of payroll deductions.

Responsible for the billing functions for retirees and direct payees of health and life insurance benefits each month.

Assists with the calculation of employee benefit deductions for those employees who do not receive paychecks during the summer, and includes these deductions on each paycheck before the summer begins.

Assists in the administration of workers' compensation and 111F claims.

Performs reconciliation of bank statements for cash receipts each month; balances accounts and coordinates activities with Town Accountant.

Prepares monthly spreadsheets for cash flow analysis and the treasurer's reconciliation and health insurance analysis.

Reviews vendor checks and backup documentation; performs the mailing.

Prepares purchase report and check requests for employee savings bonds.

Prepares monthly report and check requests for County Retirement.

Performs other similar or related duties as required and/or assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises part-time administrative and temporary staff as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and/or Experience:

- A. BA in Accounting preferred;
- B. High School graduation or equivalent;
- C. Additional college-level coursework in accounting, finance, business, public administration or a closely related field; and
- D. Any equivalent combination of education and experience.

#### Knowledge, Skills and Abilities:

- A. Working knowledge of municipal bookkeeping and finance procedures;
- B. Working knowledge of payroll and accounts payable functions;
- C. Ability to prepare and analyze financial reports; ability to accurately account for town funds;
- D. Ability to establish and maintain effective working relationships with employees, town officials; and outside contractors;
- E. Ability to maintain confidential and sensitive information;
- F. Ability to operate the listed tools and equipment;
- G. Ability communicate effectively orally and in writing;
- H. Ability to work independently.

### **TOOLS AND EQUIPMENT**

Personal Computer, including spreadsheet and word processing software; telephone; 10 key calculator; typewriter; copy machine; fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and hear. The employee is required to walk; use hands to operate; handle or feel objects, tools, or controls; and reach with hands and arms.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.